

LETTER OF INSTRUCTION

PROCEDURES FOR THE DONATION PROGRAM UNDER THE PROPERTY ACT (FEDERAL PROPERTY & ADMINISTRATIVE SERVICES ACT OF 1949)

1. Reference Executive Order 12999, dated 17 April 96. To provide elementary and secondary schools excess or surplus education related equipment in support of mathematics and science education programs, meeting National Educational Goals.
2. Equipment, Automated Data Processing Equipment (ADPE), in excess to Federal Agencies will be made available for transfer and donation to School Districts within the Lawton/Ft. Sill area.
3. The Department of the Army, US Army Garrison, Directorate of Logistics, Consolidated Property Book Office (CPBO) will represent the Memorandum of Agreement (MOA) between Fort Sill and the District Public School System.
4. Each participating school can download the agreement with the Department of Defense Computers For Learning Program (DOD CFL) at the following website www.drms.dla.mil/cfl_online. The website answers frequently asked questions, information concerning the DOD CFL program, and gives the criteria needed to participate.
Qualified schools and/or organizations will need to download either the Memorandum of Agreement (MOA) for Public Schools or the MOA for all Other Organizations (non-profit). Please fill out the form, request the number of computers that will be required, print, sign, and deliver or forward the completed (MOA) agreement to the CPBO at the following mailing address or site:

DOL Supply & Services Div, Consolidated Property Book Ofc (CPBO)
Bldg 2243 Hirsch Rd, Ste 100
Fort Sill, Ok 73503-6345

Once the memorandum is accepted for the School Donation Program, then each school will accept ownership of the equipment and agree to use the equipment for science and mathematics related instruction. There will be no warranties or service contracts provided with the equipment, and upon transfer, the equipment will become the property of the school. Title must pass from the Federal Government directly to the approved participant. The computer equipment may not be transferred to computer reuse or recycling programs. There will be no fees paid by the schools to obtain the equipment and each school will be responsible for transporting the equipment from the base to the school. Property will not be obtained for the purpose of sale, lease, rent, exchange or

barter, to secure a loan, or to otherwise supplement the recipients' budget. All requirements are filled on a first-come, first-service basis.

5. The CPBO office will submit the necessary documents to the DRMO office. CPBO will coordinate accountability requirements with the local DRMO to officially drop accountability from the Property Book Records maintained at the CPBO.

6. Please call (580) 442-6718 for more information.